

**Jefferson Central Appraisal District
Board of Directors**

**Regular Board Meeting
May 16, 2023 – 11:00 a.m.**

The Board of Directors of the Jefferson Central Appraisal District met in public (open) session on Tuesday, May 16, 2023, at the Appraisal District office, 4610 S. Fourth Street, Beaumont, Texas. The meeting was called to order by Chairperson Lauren Mason.

It was found and determined that in accordance with the policies and orders of the Board, the notice of the meeting was posted in accordance with the terms and provisions of Section 551.001 et. seq. of the Texas Government Code, and that all of the terms and provisions of Section 551.001 have been fully complied with and that the 72-hour notice required by said section has been properly and correctly given.

CALL TO ORDER AND ROLL CALL

Present: Eugene Landry, Lauren Williams Mason, Dr. Louis Reed, Jr., and Robert Thewman
Absent: Allison Nathan Getz

ESTABLISHMENT OF QUORUM

Chairperson Mason declared a quorum present.

CONSENT AGENDA ACTION ITEMS

1. Approval of Minutes: April 18, 2023
2. Receive Taxpayer Liaison Officer Report

The TLO Report was submitted indicating that the Taxpayer Liaison Officer did not receive any communications or complaints from taxpayers for the period ending May 11, 2023.

Mr. Landry moved and Mr. Thewman seconded to approve the consent agenda items as submitted.

Yeas: Landry, Mason, Reed, and Thewman
Nays: None

REGULAR AGENDA ACTION ITEMS

3. Receive Chief Appraiser's Report

2023 REAPPRAISAL UPDATE

Notices of appraised value on all accounts have been mailed. The protest deadline for non-industrial real property accounts was May 15, 2023.

CHIEF APPRAISER ACTIVITY REPORT

Mrs. Bellard submitted the Chief Appraiser's Activity Report for the period ending May 11, 2023, to the Board outlining the educational and District activities of the Chief Appraiser and the District.

CHIEF APPRAISER TRAVEL

None to report

2023 PTAD PROPERTY VALUE STUDY APPEAL

Both Beaumont ISD and Port Arthur ISD appealed the preliminary results of the 2022 State Comptroller's Property Value Study (PVS). Port Arthur ISD won their appeal; however, Beaumont ISD did not and is at risk of losing approximately \$9,000,000 in State funding. Perdue, Brandon, Fielder, Collins & Mott is handling the appeal for Beaumont ISD, and it is expected that they will file an appeal with the State Office of Administrative Hearings.

REPLACEMENT OF TELEPHONE SYSTEM

The District will present an Equipment Replacement Fund expenditure at the July meeting to replace the District's telephone system. At the TAAD Conference in February several companies were demonstrating their telephone systems providing newer technology than the District's current system. The staff researched new phone systems and contacted Vested concerning their system.

With the newer technology offered by Vested's phone system, the phones operate off the Internet instead of a phone line. When the District loses power, the system will automatically switch to Vested's backup, so the telephone system will still operate. The main phone line can be forwarded to another number during times when employees must evacuate for hurricanes. With the current system, only the direct lines to employees can be forwarded. Orange CAD uses this system, and they are pleased with it.

Since this system runs off the Internet, the District anticipates an approximate savings of \$460 per month.

Mr. Landry moved and Mr. Thewman seconded to receive the Chief Appraiser's Report as submitted.

Yeas: Landry, Mason, Reed, and Thewman

Nays: None

4. Adopt Resolution #2023-9 Authorizing the Chief Appraiser to Execute a Financial Advisors Contract with Wells Fargo Advisors as Advisors of District's Money Purchase Retirement Plan and Trust and 401K Retirement Plan and Trust

The Chief Appraiser informed the Board that the District has used UBS as the financial advisors for the District's retirement plans for many years. Bobby Core and John Ceravolo were formerly with UBS; however, they left to work for Wells Fargo Advisors a few years ago. At the time of their departure, the Retirement Administrative Committee decided to stay with UBS; however, the District is now ready to explore other options.

The Retirement Administrative Committee met with four different financial advisor firms. The Committee was most pleased with Wells Fargo Advisors. They offer three to four advisors, while the other firms only offer one or two advisors. The fees are all comparable, and Wells Fargo Advisors will continue using Voya for investments. The District employees were very pleased with Mr. Core and Mr. Ceravolo when they worked with UBS, and they have a proven record with the District.

Dr. Reed moved and Mr. Thewman seconded to adopt Resolution #2023-9 authorizing the Chief Appraiser to execute a Financial Advisors Contract with Wells Fargo Advisors as advisors of the District's Money Purchase Retirement Plan and Trust and 401K Retirement Plan and Trust.

Yeas: Landry, Mason, Reed, and Thewman

Nays: None

5. Adopt Resolution #2023-10 Revising Board Policy Manual Adding Section 14-14.00 Accounting Procedures, Capital Projects Fund

The District had a Capital Projects Fund in 1996 when the current office building was being constructed. This fund was closed out once construction was complete. Since the District is considering a new office location, the District would like to reinstate this fund to allow monies reserved for the relocation to carry over to the subsequent budget years without further action. If the District does not relocate, the monies in this fund will be refunded to the taxing entities.

Mr. Landry moved and Dr. Reed seconded to adopt Resolution #2023-10 adding Section 14-14.00, Capital Projects Fund, to the Board Policy Manual.

Yeas: Landry, Mason, Reed, and Thewman

Nays: None

6. Approve Financial Statements for December, 2022 and January – March, 2023

The financial statements for the month of March, 2023 were deferred.

Dr. Thewman moved and Mr. Landry seconded to approve the below financial statements:

The month ending December 31, 2022, indicating expenses of \$535,459.45 and a fund balance of \$1,890,667.96; the month ending January 31, 2023, indicating expenses of \$488,820.62 and a fund balance of \$1,981,628.92; and the month ending February 28, 2023, indicating expenses in the amount of \$482,731.94 and a fund balance of \$2,078,728.04.

Yeas: Landry, Mason, Reed, and Thewman

Nays: None

7. Authorize/Ratify Expenditures from Equipment Replacement Fund

Dr. Reed moved and Mr. Landry seconded to approve the following Purchase Approvals:

Purchase Approval #2023-5 approving the expenditure of \$13,500 to replace three obsolete computers in the Mapping/GIS Department. The Chief Appraiser was further authorized to dispose of the obsolete computers, Inventory #1717, #1808, and #1809 in accordance with the District's Disposition of Property Policy.

Purchase Approval #2023-6 approving the expenditure of \$17,000 to replace the obsolete phone system in the General Department. The Chief Appraiser was further authorized to dispose of the obsolete phone system, Inventory #1741.00, in accordance with the District's Disposition of Property Policy.

Purchase Approval #2023-7 approving the expenditure of \$1,800 to replace an obsolete computer in the Boardroom. The Chief Appraiser was further authorized to dispose of the obsolete computer, Inventory #1922, in accordance with the District's Disposition of Property Policy.

Yeas: Landry, Mason, Reed, and Thewman

Nays: None

8. Receive Amendments to the 2023 Budget and Instruct the Secretary of the Board to Notify the Taxing Entities

The District estimated the 2022 Fund Balance at \$500,000; however, the audit of the District's 2022 financial records indicates a 2022 Fund Balance of \$1,890,668.

It is the desire of the Board to refund \$390,668 of the additional \$1,390,668 2022 Fund Balance to the taxing entities by reducing their future quarterly allocations. Further, \$1,000,000 of the additional 2022 Fund Balance will be applied to the 2022 Transfers Out – Capital Projects Fund to fund the construction of a new office building. This amount includes \$709,990 recaptured from the 2021 fund balance that was committed for relocation in the 2022 audit report and an additional \$290,010 from the 2022 Fund Balance. If approved, this amendment will have no effect on the 2023 budget of \$7,384,972.

Mr. Landry moved and Mr. Thewman seconded to receive Budget Amendment #2023-2 as presented. The Board also instructed the Secretary of the Board to notify the taxing entities of the proposed amendment in accordance with the Property Tax Code. This amendment will be placed on the agenda for approval at the July, 2023 meeting.

Yeas: Landry, Mason, Reed, and Thewman

Nays: None

9. Adopt Amendments to the 2023 Budgets

There were no amendments to adopt.

INFORMATION ITEMS

1. July Board Meeting

The July Board meeting was scheduled for Tuesday, July 25, 2023, at 11:00 a.m.

PUBLIC COMMENTS

None

ADJOURNMENT

There being no further business to conduct, the meeting was adjourned at 11:34 a.m.

Lauren Williams Mason, Chairperson
Board of Directors
Jefferson Central Appraisal District

Dr. Louis Reed, Jr., Secretary
Board of Directors
Jefferson Central Appraisal District